

MOVE OR DEMOLISH A STRUCTURE (TAB)

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MOVE OR DEMOLISH A STRUCTURE

Move a Structure

Steps to Move Permit Approval

1. Request a Special Exception from the Board of Adjustment if moving a structure within the city or from outside the city into the city.
2. Ensure that the structure to be moved is comparable to homes in the area to be move into.

The moving of a structure within the city limits of San Antonio requires approval by the Board of Adjustment. This Special Exception approval is required when relocating a structure either within the city or from outside the city into the city. The Board of Adjustment is required to pass on this Special Exception provided the relocation project meets five specific findings that are designed to protect the neighborhood of the destination site. These five “findings of fact” are designed to insure that the structure being proposed for relocation blends in with the existing homes in the area. Each house must be comparable in size, in quality of construction, and in a comparable condition to the average of other homes in the area. Once approval is given, the mover must apply for a move permit. The cost of the hearing before the Board of Adjustment is \$300.00. If the structure is located outside the city limits, there will be an additional \$50.00 fee for an “out of city inspection.”

Demolish a Structure

Steps to Demolition Permit Approval

1. Submit application for demolition for approval by Historic Preservation Office, Health Department, City Public Service and Environmental Review to obtain a plan number.
2. Ensure that demolition license is current with approval from Risk Management verifying that insurance and bond are current.
3. Obtain a report from a registered professional engineer attesting to the condition of the structure.
4. Meet other submittal requirements.

Demolition Permit

No demolition may occur inside the City of San Antonio without a permit from the City. Demolition permits can be issued to owners of single story structures and licensed demolition contractors. Demolition permits can also be issued to general contractors other than demolition contractors that obtain a building permit to rebuild the structure. Owners of single story structures who cannot personally secure a permit must provide a notarized letter authorizing the bearer to obtain a demolition permit to be issued in the owner’s name and the letter shall further state that the owner will assume all responsibilities.

Plan Submittal Request

Before you can obtain a Demolition Permit, you must first obtain a plan number at the One Stop. To do this, submit an application for a Demolition Permit with the City. It will be routed to the following for approvals:

1. Historic Preservation Office of the Planning Department for determination of significance of structure.
(Submit legal description and 2 photographs of structure to 114 W. Commerce – 207-7906)
2. Health Department for debris disposal (332 W. Commerce – 207-8853)
3. City Public Service for site review prior to a service disconnection (146 Navarro – 353-3333)
4. Environmental Review submit site plan (114 W. Commerce – 207-8265)

Other Submittal Requirements

5. Approval from Risk Management that insurance and bond are current. Demolition license must be current.
6. Report from registered professional engineer attesting to the condition of the framing, walls, floors, etc.
7. Site plans drawn to scale that indicate structure(s) to be demolished with dimensions showing distance to Property lines. Include dimensions showing distance to sidewalks, pavement and curbs where they abut Property lines.
8. Complete plan and schedule detailing method of demolition from the demolition contractor.
9. Demolition contractor to submit a notarized letter from the owner to demolish structure.
10. Contract proposals on company letterhead or San Antonio Development agency notices to proceed will also be accepted.
11. Inspection approval of barricades, fencing or other pedestrian protection will be required, when applicable, before the demolition permit is issued.
12. Upon completion of the application process, call 207-8248 and obtain an appointment with a Plan Examiner.